

MSAACOP Annual Report to the National Advisory Council for Office Professionals March 2004

Current Members

Members of the 2003 Council Included:

- Janell Becker, New Orleans, Louisiana - Chair
- Telecia Burton, Oxford, Mississippi - Co-Chair
- Julie Cuevas, Poplarville, Mississippi - Recorder
- Linda Fulton, Mississippi State, Mississippi
- Madeline Hall, Baton Rouge, Louisiana
- Jennifer Roberson, Stoneville, Mississippi
- Brenda Aysenne, Houma, Louisiana – Technical Advisor

Accomplishments

- In the process of restructuring the Mid South Area Council for Office Support Professionals in order to achieve the Council's mission and to better serve all the support personnel in the Mid South Area. We had one member retire and another will rotate off the Council.
- Dr. Deborah L. Brennan, Associate Area Director, Mid South Area has agreed to be the Council's Sponsor
- Have been successful in recruiting five new members to the Council bringing the 2004 membership to ten.
- We welcomed eleven new OSPs to the Mid South Area and provided each of them with our "Welcome Kits".
- Our Mentoring Program for new employees has been successful and has provided support by assigning mentors who monitor and provide assistance.
- Council members served as confidential "sounding board" for Mid South Area OSPs

Goals

- Plan and host a meeting for all MSA administrative support personnel in the spring of 2004.
- Update the MSACOSP Home Page
- Continue with the Mentoring Program
- Revise MSACOSP Charter
- Restructure the Council format
- Continue holding monthly teleconferences
- Start publishing and distributing the MSACOSP Newsletter on a quarterly basis
- Organize secretarial “share sessions” at multi-locations during the year
- The Welcome Packet” will be revised at the Spring meeting
- Recommit ourselves to Goals

Secretary of the Year

Brenda Aysenne, Houma, Louisiana